

ELECTION OF PARENT GOVERNOR

The Birches Specialist Support School

NOTICE OF ELECTION

Notice is hereby given that:-

The election of 1 Parent Governor to serve on the Governing Body of The Birches Specialist Support School will take place this term.

- i) If you are a parent/ carer of a registered pupil in the School you are entitled to take part in the election procedures.
- ii) All parents are entitled to be nominated for election to the Governing Body except
 - a. If they are elected members of the local authority in which the school is situated
 - b. If they work at the school for more than 500 hours in any school year
(August 1 to July 31)

All parents are entitled to nominate other eligible parents for election. In this case, each parent may only nominate one candidate for the Parent Governor vacancy. Nomination Forms will be sent to parents by the Headteacher. Each nomination must be supported by a parent from another family eligible to take part in the elections. If you are nominated for election, you must sign a form giving your consent to be nominated. Unsigned Nomination Forms will not be accepted.

- iii) **Completed Nomination Forms must be returned to the Headteacher by not later than mid-day on Friday 5th April 2019**
- iv) If, by the closing date for nominations shown above, we have only received ONE nomination, the parent nominated shall be declared elected unopposed from that date. If the number of nominations received is greater than the number of Parent Governor vacancies, an election will be held and ballot papers will be sent to you by the Headteacher.
- v) If you are a candidate for election, you will be given the opportunity to provide a written statement about yourself to assist parents to decide for whom they wish to vote.
- vi) Voting will be by secret ballot and you will be asked to return your completed ballot paper to school in a sealed envelope which the school will provide. You can either return the ballot personally, by post or by giving it to your child to return to school. No vote will be counted unless it is on an official ballot paper. You can only vote for one of the candidates shown on the ballot paper.
- vii) Completed ballot papers must be returned to the Headteacher by not later than the date shown on the ballot paper.
- viii) Parent Governors serve for a four year* term of office. Parent Governors are NOT required to resign from the Governing Body if they no longer have a child as a registered pupil at the school at any time during their period of office, although they may choose to do so at any time if they so wish, for any reason. If a Parent Governor does resign part way through their period of office, a by-election will be held. The newly elected Governor will serve for a full four year period of office unless she/he chooses to resign during that period.
- ix) If there is a tied vote, in the presence of witnesses the Headteacher will draw lots and the winning parent will be declared elected.